

## **PEP – ENVIRONMENTAL STATEMENT MEMORANDUM NO. ESM03-5**

To: Heads of Bureaus and Offices

From: Willie R. Taylor, Director  
Office of Environmental Policy and Compliance

Subject: Procedures for Implementing Integrated Analyses in National  
Environmental Policy Act (NEPA) Process

The requirements in this Environmental Statement Memorandum (ESM) are being issued under the authority provided to the Office of Environmental Policy and Compliance (OEPC) by 381 Departmental Manual (DM) 4.5B, to convey instructions and guidance through its Environmental Memoranda Series, by 516 DM 6.2, which authorizes OEPC to provide advice and assistance to the Department on matters pertaining to environmental quality and for overseeing and coordinating the Department's compliance with NEPA, the CEQ regulations, and by 516 DM 4.22, which authorizes OEPC to provide further guidance concerning NEPA.

### **1. Purpose and Scope**

The purpose of this memorandum is to provide guidance to bureaus and offices on implementing integrated analyses under NEPA.

### **2. Integrated Analyses**

Integrating analyses uses a single NEPA process to enable several agencies to satisfy multiple environmental requirements by conducting concurrent rather than consecutive analyses. The need for integrated analyses may occur whenever agency actions and activities require compliance with other permitting and regulatory requirements within the Department and among outside Departments with overlapping authority. For example, Departmental bureaus and offices must comply with requirements of the Endangered Species Act, the Clean Water and Clean Air Acts, and cultural resource protection. Integrating analyses may facilitate and streamline compliance.

### **3. Procedures**

a. Bureaus should develop memoranda of understanding with relevant regulatory agencies to incorporate their regulatory and permitting requirements in the NEPA process. The MOUs should detail the process by which regulatory and permitting procedures will be integrated into the bureau's NEPA process including ways to streamline analysis and the setting of bench marks for when analyses will be completed.

- b. Bureaus should establish core NEPA evaluation and documentation teams that include contact individuals from relevant regulatory and permitting agencies to coordinate the regulatory requirements of all agencies involved in a particular NEPA activity. Including regulatory and permitting agencies in the action agency's NEPA process enhances accountability for regulatory requirements and fosters inter-agency cooperation.
- c. Bureaus should arrange the sequencing of permits with other bureaus and governmental agencies to avoid unnecessary delays in agency planning, preparation and implementation.
- d. Bureaus should notify applicants when other permitting and regulatory requirements exist and provide them with the points of contact in the appropriate agencies to identify any additional information needed.